

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE INSTRUCTION  
34-242**



**30 OCTOBER 2012**

**Services**

**INSTALLATION MORTUARY AFFAIRS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the 27th Special Operations Wing (27 SOW) plan and procedures for the effective management of Mortuary Affairs (MA) operations on and around Cannon Air Force Base (CAFB), procedures for search and recovery (S&R), preparation, transportation, disposition of remains, escort, military funeral honors, and disposition of personal property of deceased personnel to provide continuity of operation and ensure the mortuary services are properly performed. This instruction is required by AFI 34-242, *Mortuary Affairs Program*, and provides information and references to the *Mass Fatality Program* as well as other mortuary directives. Due to natural causes or during a terrorist attack, natural disaster, or accident, Cannon AFB or the surrounding civilian community may receive single or mass casualties. This plan is effective upon publication and supersedes all previous Mass Fatality Plans, Mortuary Affairs Plans, and Search and Recovery Plans. The 27 SOW Commander, when deemed necessary, may direct implementation of this instruction to support civilian agencies. All commanders listed under the tasked organizations should be familiar with and prepare for the tasks described in this instruction. Not all contingencies can be covered in this instruction. Thus, flexibility and judgment will be essential for every unique situation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local publications/forms managers.

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## Chapter 1

### MORTUARY AFFAIRS AND DISPOSITION

**1.1. Mortuary Case Files.** The CAFB mortuary officer delegates the completion of a mortuary case file for all decedents (format at [Attachment 15](#)) to the Mortuary Office (27 SOFSS/FSOX). The mortuary file is an important document, which details all actions to take on a mortuary case. This case file is started as soon as possible and consists of the following items:

1.1.1. Front Folder: The Summary Courts File (left side of first section) contains the following as directed by the 27 SOFSS/CC:

- 1.1.1.1. **Tab 1** Order appointing SCO
- 1.1.1.2. **Tab 2** Chronological log of events
- 1.1.1.3. **Tab 3** Base bulletins
- 1.1.1.4. **Tab 4** All Correspondence
- 1.1.1.5. **Tab 5** AF Form 1122, *Personal Property Inventory*
- 1.1.1.6. **Tab 6** Shipping documents
- 1.1.1.7. **Tab 7** Any Staff Judge Advocate (SJA) opinions
- 1.1.1.8. **Tab 8** List of any property not shipped
- 1.1.1.9. **Tab 9** List of items destroyed

1.1.2. Back Folder: The Case File (right side of second section) contains the following as directed by AFI 34-242:

- 1.1.2.1. **Tab 1** Form 57, *Mortuary Guide*.
- 1.1.2.2. **Tab 2** All message traffic.
- 1.1.2.3. **Tab 3** AF Form 970, *Statement on Disposition of Remains*, confirmation letter or DD Form 2065, *Disposition of Remains*, if OCONUS.
- 1.1.2.4. **Tab 4** All identification documents.
- 1.1.2.5. **Tab 5** DD Form 2063, *Record of Preparation and Disposition of Remains* (Within CONUS) or DD Form 2062, *Record of Preparation and Disposition of Remains* (Outside CONUS)
- 1.1.2.6. **Tab 6** AF Form 1947, *Escort Report*, and order appointing escort.
- 1.1.2.7. **Tab 7** Army or Navy forms similar to and used in lieu of the above.
- 1.1.2.8. **Tab 8** Copies of purchase and delivery orders and paid vouchers.
- 1.1.2.9. **Tab 9** All payment documents, forms and supporting documents (AF Form 969 Request for Payment of Transportation Expenses for Deceased Dependent or Retiree, DD Form 1375, Request for Payment of Funeral and/or Interment Expenses).
- 1.1.2.10. **Tab 10** Travel orders, vouchers and supporting documents for persons authorized funeral travel.

1.1.2.11. **Tab 11** AF Form 140, *Cremation Authorization and Disposition of Cremains Request*.

1.1.2.12. **Tab 12** Itemized list of clothing items and all receipts for items purchased with the Government Purchase Card (GPC) authorization letter.

1.1.2.13. **Tab 13** AF Form 1946, *Honor Guard Checklist*.

1.1.2.14. **Tab 14** Chronological log of events.

1.1.2.15. **Tab 15** DD Form 1300, *Report of Casualty*, and or DD Form 2064, *Certificate of Death Overseas*.

1.1.2.16. **Tab 16** Any other document you feel necessary (e.g., FLO Log) and document the contents of this tab in the table of contents. **NOTE:** *As circumstances dictate, additional items may be added or deleted.*

1.1.3. Mortuary files are held in the SIPR room of the Readiness Office in a locked file cabinet *until* closure of SCO file and sent to Air Force Mortuary Affairs Operations IAW AFI 34-242 Chapter 3.11. Copies are then placed into an inactive file for three years then destroyed. Send files to AFMAO for permanent storage at the end of that time.

## 1.2. Military Entitlements Verification Records.

1.2.1. A member of the MA office will contact the Military Personnel Flight (MPF) and deceased member's unit.

1.2.2. Obtain information listed in the deceased member's records to determine PADD for the remains and personal property, as it may not be the same person.

1.2.3. Verify the decedent's military status to confirm eligibility for active duty mortuary entitlements, prior to briefing the PADD.

1.2.4. Obtain a list of the decedent's awards, decorations, and badges for the uniform. This information will be given to the installation rendering military funeral honors. **NOTE:** For burials at ANC, the shipping base will prepare the flag case(s). **NOTE:** Per AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, the Identification (ID) Card will not be surrendered to the PADD or any surviving family member. It will be surrendered to the nearest issuing activity.

## 1.3. Readiness and Plans Office.

1.3.1. Serves as the OPR for the Mortuary Affairs Program and establishes/manages the Search and Recovery (S&R) team composed of personnel from the 27 SOFSS. The team leader will be the Mortuary Officer (MO), who is the 27 SOFSS/CC or appointed alternate.

1.3.2. Conducts training of S&R team annually to ensure personnel are knowledgeable in their duties and responsibilities. The Training consists of 2 hours of in-class instruction followed by 2 hours of hands-on instruction.

1.3.3. Develops and maintains notification procedures for recall of S&R team. Recall of the base team(s) will be initiated using the recall roster. Current recall rosters are maintained at 27 SOFSS/FSOXU, and are updated as required. Minor changes to the recall roster are via letter and major revisions in the form of an updated roster.

1.3.4. Provides the 27 SOW Command Post a current roster of all personnel appointed to the wing S&R team. Readiness also ensures supplies and equipment are available for the initial support of mass casualty S&R operations.

1.3.5. Serves as the installation focal point for all S&R operations by manning a 27 SOFSS control center during response efforts.

#### **1.4. NOK Entitlements Brief.**

1.4.1. The religious services available on Cannon AFB are Protestant and Catholic. There are unofficial agreements between CAFB and various temples, mosques, and covens in Albuquerque, NM, Denver, CO, San Antonio, TX, and Clovis, NM to accommodate Jewish, Islamic, Buddhist, and Wiccan beliefs. A person of the NOK's choice may also provide religious services. There is no limitation on distance chaplains will travel to conduct funerals.

1.4.2. Transportation of the remains will be by common carrier, commercial air flying from either Albuquerque, NM, Amarillo, TX or Lubbock, TX depending on the way in which funeral homes book the flights. The primary airport used by CAFB is Albuquerque International in Albuquerque, NM. Transportation is authorized for all immediate dependents to travel to the funeral. Request full names of all dependents, social security numbers, addresses, ages, and whether or not they plan on returning to this area after the funeral. A travel voucher will be filed upon completion of travel and the FLO will assist the family with preparation and procession of the voucher.

**1.5. Funeral Arrangements.** The primary funeral director used by Cannon AFB is French Mortuary, Inc located in Albuquerque, NM. The secondary funeral director used by Cannon AFB is Steed-Todd Funeral Home in Clovis, NM. Regardless of which funeral home is utilized, the funeral director will be responsible for arranging and conducting the funeral service, to include miscellaneous expenses such as music, clergy, register book, acknowledgment cards, police escorts, limousines, utility vehicles and flowers.

1.5.1. French Mortuary, Inc's address is 7121 Wyoming Blvd NE, Albuquerque, NM 87125. The telephone number is 505-843-6333. Steed-Todd Funeral Home's address is 800 East Manana, Clovis, NM 88101. The telephone number is 575- 763-5541.

#### **1.6. Travel Arrangements.**

1.6.1. The mortuary tech will prepare invitational travel order for the NOK and dependent(s).

1.6.1.1. Obtain names and ages of all dependents traveling to the funeral.

1.6.1.2. Obtain social security numbers on all dependents as applicable.

1.6.1.3. Obtain confirmation of dependent and NOK plans, whether they will return to current residence (point of origin for their travel) or plan to return to another destination.

1.6.2. Confirm time and date of shipment of the remains to final destination with the preparing funeral home.

1.6.3. Inform the receiving funeral home by telephone of the following information:

1.6.3.1. When the remains will be shipped.

1.6.3.2. Scheduled time of arrival of the remains.

1.6.3.3. Arrangements request for the place of burial.

1.6.3.4. Ask the funeral director to advise the NOK of the above information if geographically near the NOK. If not, furnish the NOK with the information by phone.

**1.7. Death Notification for Active Duty.** An active duty death is a most serious and tragic circumstance. The Air Force's appropriate handling of the death can greatly aid the emotional well being of the NOK. Every effort must be made to handle mortuary cases in a prompt and courteous manner. All other matters, unless of a particularly crucial character, must be undertaken secondary to Mortuary Affairs. The 27 SOFSS Readiness Office will:

1.7.1. Call Casualty Affairs Office DSN 681-4868 to obtain pertinent data:

1.7.1.1. Name, grade, birth date, sex, SSAN, squadron, and religion.

1.7.1.2. Marital status (if married, spouse's name, address, etc).

1.7.1.3. NOK, if other than spouse, his/her address and phone number.

1.7.1.4. Whether or not the NOK has been notified of the death. Under NO circumstances should the NOK be contacted by Mortuary Affairs until he or she has been notified of the death by the proper authority.

1.7.2. Begin filling out AF Form 57, *Mortuary Guide*.

1.7.3. Determine the status of remains; on base, downtown, in a morgue, being autopsied, etc. For reports, use the abbreviated words given in AFI 34-242 to describe the status.

1.7.4. Send a multiple address message to:

1.7.4.1. AFMAO/MA// (Immediate Precedence)

1.7.4.2. INFO: DFAS CENTER DENVER CO//OCP// (Priority Precedence)

1.7.4.2.1. Must be accomplished upon notification to assure reservation of funds. See AFI 34-242 for sample message format.

1.7.4.2.2. Briefly give details of the death and status of remains. Upon final disposition of remains, send supplemental death report and fill out a SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*, to record financial payments.

1.7.5. Inform the Contracting Office a death has occurred (refer to 27 SOCONS 24 hour contact memorandum for numbers).

1.7.6. Notify the contract funeral home a death has occurred.

1.7.7. Inform the Air Force base closest to the NOK's home of possible need for military honors for the deceased.

1.7.8. The remains may be immediately released to a contract funeral home, a morgue, or a local hospital in town, etc. If the death occurs off base, wait until the New Mexico Office of the Medical Investigator (NMOMI) and other local civil authorities have released the remains. An autopsy may be requested by the Curry County Coroner or a Justice of the Peace. If the death is on base, the Installation Commander may authorize one or direct that the NMOMI prepare one. For assistance with autopsies in Albuquerque, NM contact the

Kirtland Air Force Base clinic or TRICARE Optimization and Patient Administration (TOPA) Flight for details. Ensure to keep the contract funeral home informed.

### **1.8. Appointments.**

1.8.1. SCO: The MO will request a SCO be appointed by the 27 SOW/CC and establish time for the briefings. The 27 SOFSS Readiness Office will give the SCO briefing as well as:

1.8.1.1. Prepare request for Summary Courts Special Orders. The decedent's commander should recommend an officer as the SCO to be appointed on orders by the Installation Commander. A typed request for special "A" series order and a special order appointing a SCO must be created.

1.8.1.2. Prepare daily bulletin notice. Place an item in the daily bulletin to run for three consecutive weeks stating: ATTN ALL PERSONNEL: The 27th Special Operations Wing Commander regretfully announces the death of (insert name). Anyone having claims against or indebtedness to the estate of (insert name) should contact the Summary Courts Officer, duty phone (insert number).

1.8.1.3. Arrange a time for a briefing with the SCO using AFI and local checklists to help you. Stress that all actions must be completed within 45 days, he/she must correspond with the NOK within three workdays of appointment as SCO. SCO must complete/detailed records are of utmost importance in processing a mortuary case.

1.8.1.4. Have him/her read and sign the briefing form, SCO Instructions. Give the original signed letter to the SCO for his/her journal and put the copy in the case file.

1.8.1.5. The SCO compiles and types a journal to be included with the basic mortuary case file.

**1.9. Escort.** MO will request an escort, brief the escort and ensure the escort has all required items, as listed in AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*.

1.9.1. The decedent's squadron commander should make the utmost effort to select an escort who is of equal or higher rank. This applies in situations where the NOK has not requested a special escort.

1.9.2. Escort should not have a deep emotional involvement with the deceased.

1.9.3. Escort should have the appearance and character necessary to represent the Air Force in a positive manner during this time of stress.

1.9.4. If unusual circumstances exist, an escort can be taken from another unit. If requested by NOK, the escort can be a civilian (sibling, relative, friend, etc.).

1.9.5. After receiving the name and duty phone of the appointed escort, the MO will set up a time to brief him/her on required duties. Use AFPM 34-259 and the escort briefing checklist to assist in this briefing. At this time, have him/her read and sign the Local Briefing Letter, Instructions for Escort of Deceased Personnel. Give the signed original to the escort and file the photocopy in the case file.

1.9.6. Ensure the escort's travel arrangements start at the place of assignment or residence, proceed to the shipping installation, then on to the final destination and return to the place of assignment or residence. Arrange for travel for him/her using the Resources Chief for the



current fiscal year accounting classifications. Type his/her travel orders (DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, for Active Duty or ITO for Civilian) and personally coordinate them through Finance, Special Orders, and Reproduction. Once the orders are final, go to 27 SOLRS/LGRDAP (Passenger Travel) with three copies of the orders and pick up the tickets and travel itinerary for the escort and the travel request (TR) for the remains.

1.9.7. Before the escort departs, ensure he/she is given DD Forms 1375, *Request for Payment of Funeral and/or Interment Expenses* (5 copies) with an explanatory letter to the NOK, VA Form 40-1330, *Application for Headstone or Marker* (if funeral is in a private cemetery), travel orders and transportation request. Give him/her any appropriate phone numbers or addresses. You may wish to give a wakeup call to or accompany the escort to the airport the day of shipment. Advise him/her to be sure to obtain the airway bill for the casketed remains from the airlines.

1.9.8. Ensure he/she submits the completed AF Form 1947 (if active duty), *Escort Report*, upon his/her return.

1.9.9. Obtain a copy of his/her travel voucher from the escort.

#### **1.10. Dependent Travel.**

1.10.1. Prepare invitational travel orders for decedent's dependents (See attachment 11).

1.10.2. Advise the NOK to retain all travel receipts.

1.10.3. Assist the FLO and/or NOK in preparing travel vouchers upon completion of travel.

1.10.4. If the NOK made his/her own travel arrangements—prepare DD Form 1351, *Travel Voucher*, for reimbursement.

#### **1.11. Payments.** There are several options for burial that the NOK may choose. They include:

1.11.1. Preparation. Remains may be prepared at the Air Force's expense, or by a contract funeral home. Remains may also be prepared by a funeral home selected by the family.

1.11.2. The remains may be:

1.11.2.1. Shipped or delivered at Air Force expense to any government cemetery which has available grave space (see AFI 34-242). The government pays all expenses and arrangements for shipment to the cemetery for direct consignment, (Reference AF 970, Option 1).

1.11.2.2. Shipped to a funeral home prior to burial in a government cemetery. The government pays for transportation to the funeral home and transfer from the funeral home to the cemetery.

1.11.2.3. Shipped to a funeral home for burial in a non-government cemetery. The government pays for shipments to the funeral home and transfer from the funeral home to the cemetery.

1.11.3. Burial Options (contact AFMAO/MA for maximum reimbursement amounts):

1.11.3.1. Air Force contract funeral home and ship the remains directly to a government cemetery.

1.11.3.2. Air Force contract funeral home, a receiving funeral home, and a government cemetery.

1.11.3.3. Air Force contract funeral home, a receiving funeral home, and a non-government cemetery.

1.11.3.4. Air Force contract funeral home to prepare remains and casket in a specification hardwood casket for cremation, and a government cemetery.

1.11.3.5. Air Force contract funeral home to prepare remains and casket in a specification hardwood casket for cremation, and a non-government cemetery.

1.11.3.6. NOK makes his/her own arrangements and uses a private funeral home and government cemetery; the maximum reimbursement will not exceed the maximum reimbursement plus transportation expenses.

1.11.3.7. NOK makes his/her own arrangements and uses a private funeral home and non-government cemetery.

## **1.12. Payment Procedures.**

1.12.1. Primary expenses. This is reimbursement to the NOK if he/she does not use the government's contract funeral home; or is payment to the contract funeral home for supplies and services furnished under contract for preparation and casketing. Any documents requiring 27 SOCPTS's coordination must be delivered or mailed to:

110 E. Sextant Ave., Suite 1119  
Cannon AFB, NM 88103.

1.12.1.1. Prepare a DD Form 2063 or 2062 in four copies. The MO carries this with him/her to the funeral home when he/she inspects the remains. The contractor will fill in all the information pertinent to preparation of remains. The MO signs the form and leaves a carbon copy with the contract funeral home for their file.

1.12.1.2. The MO will receive a bill from the contractor. Attach one copy of the contractor's bill to the SF 1034 and forward to Finance.

1.12.1.3. When finance returns the paid SF 1034, file the copy along with the bill in the case file. Make a copy and send to AFMAO/MA.

1.12.1.4. Annotate the amount of the bill in the appropriate block of the DD Form 2063 (Block 10a (2) (3)).

### **1.12.2. Interment (secondary) expenses:**

1.12.2.1. Ensure the NOK receives five copies of DD Form 1375, *Request for Payment of Funeral and /or Interment expenses* (these are usually delivered by the escort). Type in Block 14: "PLEASE ATTACH 5 COPIES OF BILLS FOR ALL INTERMENT COSTS," before giving these forms to the escort to give to the NOK. Make sure the NOK understands he/she is supposed to send the completed forms back to the MO. Provide the escort with a pre-addressed envelope to return the forms in, if they are not returning to the local area.

1.12.2.2. Prepare a SF 1034, Public Voucher for Purchase and Services Other Than Personal. Forward the SF 1034 to Finance with two copies of the DD Form 1375 the

NOK has signed. Also send a copy of all bills for interment costs to AFMAO/MA. The SF 1034 is the request to Finance for payment.

1.12.2.3. When 27 SOCPTS returns the SF 1034, file it along with the bill in the case file. Record the amount on the DD Form 2063, *Record of Preparation and Disposition of Remains*, amount allowed for that particular mortuary case.

1.12.2.4. Forward a copy of the SF 1034 to AFMAO/MA. File the paid SF 1034 and DD Form 1375 in the case file according to the index.

1.12.3. Transportation expenses. All transportation expenses from the place of death to the place of burial are borne by the government.

1.12.3.1. After the remains are moved from the local area to a receiving funeral home, type a letter to the funeral home requesting movement of remains and travel of an escort.

1.12.3.2. The receiving funeral home will bill the MO for expenses incurred for transportation from the common carrier to the place of interment. Prepare a SF 1034 and a copy of the billing, and send them to Finance. When Finance returns the paid SF 1034, annotate the amount on the DD Form 2063. Send a copy of the SF 1034 and a copy of the bill to AFMAO/MA.

1.12.4. Other expenses:

1.12.4.1. Use DSN or an authorized squadron long distance phone line, as appropriate, to communicate with the NOK.

1.12.4.2. Clean all decedent's clothing through the cleaning contract (for Blues only) or a local dry cleaner before shipping to the NOK. Clothing cannot be cleaned on a price per pound basis.

1.12.5. Building the Finance Code: determine the category of each expense you are paying (AFI 34-242) and use the standard fund citation numbers used by Cannon AFB Finance. Numbers are provided by the squadron's Resource Advisor (SQ/RA).

**1.13. Initial Counseling.** Dependent deaths are generally referred to the Squadron Commander by the hospital. The Squadron Commander is also generally given prior warning of an impending death or serious injury.

1.13.1. With due consideration for the feelings of surviving family members, obtain preliminary information about time of death, receiving funeral home, etc., using the Deceased Dependent Worksheet (see Annex E, Appendix I).

1.13.2. Explain that the government will only reimburse for transportation expenses. Make it clear that the sponsor incurs the expense first and then the bill is paid or he/she is reimbursed. When the sponsor returns from the funeral home, he/she should bring five copies of all transportation bills/receipts.

1.13.3. A certificate of dependency is required. Secure a fetal death report or regular death certificate, as applicable to state law. For stillborns or very young babies, the sponsor should call Records Section at the base hospital and request a copy of the AF Form 565, *Record of Impatient Treatment*. For older children and spouses, he/she should call Records Section at MPF and ask for a copy of the DD Form 1172, *Application for Uniformed Services Identification Card*, or any proof of dependency.

**1.14. Financial Reimbursement.**

1.14.1. Payment must be made to the sponsor or funeral home, depending on the payment arrangement. Upon notification of a dependent death send a message within 16 hours to:

AFMAO/MA  
INFO: DFAS CENTER DENVER CO//OCP//  
AFSOC/AIS

1.14.2. NOK will sign completed AF Form 969, *Request for Payment of Dependent Transportation Expenses*, designating who will receive payment.

1.14.3. Prepare a SF 1034 and attach the AF Form 969 and bill. Send to the Finance Office.

1.14.4. When the SF 1034 is returned from finance, annotate the voucher number, and the date of payment. Enter any remarks as appropriate. File the paid voucher in the mortuary case file.

**1.15. Dependent Case Files.**

1.15.1. Table of Contents.

1.15.1.1. Tab 1 All Message Traffic.

1.15.1.2. Tab 2 AF Form 969, confirmation letter, or DD Form 2065 if OCONUS.

1.15.1.3. Tab 3 All identification documents.

1.15.1.4. Tab 4 DD Form 2063 or 2062

1.15.1.5. Tab 5 Department of the Army or Navy Forms if used.

1.15.1.6. Tab 6 Payment documents, copies of purchase and delivery orders, paid vouchers and any other documents relating to expenses.

1.15.1.7. Tab 7 AF Form 140, Creation Authorization and Disposition of Remains Request.

1.15.1.8. Tab 8 DD Form 1300, DD Form 2064 and/or copy of state death certificate.

1.15.1.9. Tab 9 Chronological log of events.

1.15.1.10. Tab 10 Any other necessary documents. Contents of this tab will be listed in the Table of Contents.

1.15.2. Files will be kept until all forms are received and forwarded to AFMAO. Copies of the file will be maintained until 3 years after the date of death then destroyed.

**1.16. Honor Guard Team Composition.** Honors are given to all eligible service members IAW AFI 34-242, to the extent that manpower and circumstances allow. Full honors will always be given to deceased active duty members and “Medal of Honor” recipients. The following procedures are specific and relevant only to Cannon AFB.

1.16.1. Full military honors as determined by the 27 SOW/CC consists of a 20-person detail that includes six pallbearers, an eight person firing party (seven members and the firing party and NCOIC), a bugler, four person color guard and the detail OIC or NCOIC. An Air Force chaplain may also participate in the ceremony if requested by the family.

1.16.2. Pallbearers will be proficient in dignified casket carrying maneuvers. If the deceased was a member of a local military organization such as the Air National Guard or Air Force Reserve, the family may opt to select honorary pallbearers from that organization. Honorary pallbearers may be either military or civilian and are included in retiree and active-duty funeral ceremonies but only at the specific request of the family.

1.16.3. The firing party OIC or NCOIC may provide three spent shells to the family. The NCOIC of the firing party must inspect all fired ammunition to ensure any shells provided to the family are in fact spent rounds.

1.16.4. Use the ceremonial bugle. If a bugler is not available, one may be obtained from other authorized providers or hired locally and paid by citing O&M funds. When a professional bugler is not available, advise the family and offer to use the ceremonial bugle or play taps on a quality audio system.

1.16.5. The color guard will carry the United States Flag and the Air Force Organizational Flag, and consist of two fully trained flag bearers and two guards.

1.16.6. Chaplain support, if requested by the NOK, will be provided. Civilian clergy may be substituted for an Air Force chaplain, at the family's request.

#### **1.17. Honor Guard Notification.**

1.17.1. Original notification for funeral services come from many sources; a relative of the deceased; the next-of-kin; the funeral home director; another installation; or a commander or protocol officer who has been contacted by the decedent's family.

1.17.2. Deceased active duty and Medal of Honor recipients will never be denied full military honors.

1.17.3. Honor Guard personnel will educate local funeral directors of the Military Funeral Honors request process. Funeral directors will be made aware that they should contact the base directly.

1.17.4. Requests should be made as soon as possible, to prepare for the detail, with a minimum lead-time of 48 hours.

#### **1.18. Honor Guard Assembly and Performance.**

##### **1.18.1. Local:**

1.18.1.1. Once the date and time of the funeral have been established, phone members of the team to ask them to perform honors.

1.18.1.2. Notify 27 SOLRS Vehicle Operations Dispatch and request a bus and driver if honors are performed in the local area. Allow enough time to get there and set up before the funeral.

1.18.1.3. Weapons (M-14 rifles) are stored in the Honor Guard building. The Honor Guard OIC/NCOIC must certify annually a continued requirement for ammunition to 27 SOEMS/MX MWMA. A serviceability check is made semi-annually by a certified inspector from the base armory.

1.18.1.4. When personnel are assembled, let them know (if you have not been able to do so before) what position each will be holding and brief them on the situation.

1.18.1.5. Inspect for AFI 36-2903 compliance and assist members in dressing for the funeral. Conduct a practice session prior to the services and assemble color guard flags, poles, ornaments, blank cartridges, ammo clips, interment flags (to present to the NOK), and flag cases.

1.18.1.6. Flag(s)/ flag case(s) will be presented to the spouse, each child, parents (one if married, and two if divorced), and the PADD if he or she is not one of the above mentioned persons. Retirees and veterans are not authorized to receive a flag from Mortuary Affairs; the VA provides those interment flags (1 ea.).

1.18.1.7. Once all personnel and equipment are ready to go, board the vehicle, and depart. Before arrival at the cemetery, ensure members are completely dressed, and appropriately subdued. Determine positions and run through the ceremony.

1.18.1.8. Ensure gravity and seriousness is maintained throughout the ceremony and upon departure. Laughter, joking, horseplay, etc., are inappropriate to the occasion and may wound the feelings of the decedent's family. After the service, clear all weapons of expended ammunition pick up spent cartridges and store in the ammunition box.

1.18.1.9. Upon return to the military vehicle, members may remove articles of restrictive or excessively warm and uncomfortable items of clothing.

#### 1.18.2. TDY.

1.18.2.1. Upon notification to perform honors at a distance requiring a TDY (more than six hours away from base or if travel, funeral, and return time warrant a TDY), notify team members of the requirement. Give a departure time and place and time of assembly.

1.18.2.2. Obtain the name, address, and telephone number of the receiving funeral director and contact immediately. Compute the distance one-way to the service and travel time. Request in writing a bus and driver (in service dress uniform) from Vehicle Operations Dispatch. Specify the time and date of departure, and the estimated return time. Obtain the name, rank, social security number, and security clearance of the driver for TDY orders.

1.18.2.3. If a chaplain has been requested, contact the chapel and inform them of the request. Be sure to ask the NOK or funeral director for the decedent's religious denomination. Obtain the name, rank, social security number, and security clearance of the chaplain.

1.18.2.4. Fill firing party positions first, then flag folders, and pallbearers.

1.18.2.5. Type blanket TDY orders for all members, including the driver and chaplain. Place the 27 SOFSS RC/CC code on the orders in the "remarks" block. NOTE: Ensure the 27 SOW budgets for TDYs. Use the previous year's history to project needed funds.

1.18.2.6. Ask the receiving funeral director to assist with travel arrangements. He/she may suggest a hotel most convenient for the team or give other valuable information. Ask hotels for rates and ensure there are enough rooms so that all members may stay in the same hotel.

1.18.2.7. Give arrival times, number of personnel, length of stay, and number of rooms required to the hotel when making reservations. The provisions of AFI 34-246 apply two

people per room, with separate rooms for the chaplain and officers. Remember that an odd number of females will require an extra room. The OIC/NCOIC will take a wind up alarm clock to ensure prompt arrival.

1.18.2.8. Members should wear civilian clothes on the trip so their uniforms will be fresh for the funeral. The OIC/NCOIC assembles and carries Honor Guard clothing such as scarves, belt, etc., in a bag.

1.18.2.9. The contracted bugler may bill the 27 SOFSS directly. The 27 SOFSS RC/CC a miscellaneous contract services EEIC should be inserted in the "Purpose and Accounting Data" block.

1.18.2.10. If traveling must be done during a meal period, ask members if they wish a box lunch. Pick up lunches from the dining facility.

1.18.2.11. Upon arrival at the TDY location, if the situation permits, contact the funeral director and locate destination. As soon as possible, assemble team members at location for familiarization and practice. The morning of the funeral is adequate if arrival is late at night.

1.18.2.11.1. Ensure members receive a good night's rest and know when and where to assemble in the morning.

1.18.2.11.2. Ensure equipment/supplies are secured and accounted for at all times.

1.18.2.11.3. Check out of the motel as early as possible the day of the funeral.

1.18.2.12. After the funeral, the family and friends of the decedent may wish the team to have refreshments with them. There is nothing wrong with accepting such an offer and may hurt feelings if refused. Consult team members for their desires in this matter, or stay for a very short period if refusal is awkward and team members wish to leave.

1.18.2.13. Before leaving the area, check no equipment/supplies have been left behind.

1.18.2.14. Upon arrival back at the base, fill out travel vouchers before members are dismissed. Tell members the official times of departure and return to base. Thank them again for their participation.

**1.19. Honor Guard Recognition Program:** Upon approval of the 27 SOW/CC, members will receive an Air Force Achievement Medal after completing 150 stellar detail hours. Detail hours include funerals, flag details, graduations and posting of the colors. Civic affairs and mentoring school-age youth are also counted toward detail hours. The 27 SOW/CC will recognize the Honor Guardsmen of the Quarter/Year during the awards ceremony.

**1.20. Honor Guard Reporting:** AF Form 1946, Honor Guard Checklist will be completed for each event the Honor Guard participated. Reports are sent to AFSOC if disapproved or under unusual circumstances. For funeral honors, the original is kept in the mortuary case file (forwarded to the decedent's base of death), and a copy is kept in mortuary files.

**1.21. Honor Guard Supplies.**

1.21.1. Purchase flags through an open allotment to Mortuary by HQAFSVA/SVOM, Randolph AFB, TX. Make a request by message for supplies to AFMAO/MA. Be sure to

include present stock levels and number of active duty deaths supported within the past year. AFMAO/MA will send a message with a mortuary fund site.

1.21.2. Order supplies through Base Supply.

1.21.3. Other items such as flag cases and register books require local purchase procedures. Request supplies by message to AFMAO/MA including item description, number required, unit price, shipping costs and total cost.

## **1.22. Honor Guard Performances.**

1.22.1. Cannon AFB is often asked to provide a color guard or other element of the Honor Guard at various civic functions and parades. Other base agencies also request the team's help in arranging changes of command, opening ceremonies, etc.

1.22.2. Every effort will be made to accommodate these requests; with the understanding that funeral honors will always take precedence over even a firm arrangement.

1.22.3. Arrangements in support of functions other than funerals will be made in the same way as for funeral honors. TDYs are permissible in support of these functions.

1.22.4. Ensure team members are not over-tasked or used excessively outside their duty sections. This may deteriorate supervisory support of the program and be discouraging to the team members as well.



## Chapter 2

### GENERAL MASS FATALITY POLICY

**2.1. Operating Locations and Facilities.** Depending upon the incident, mass fatality remains processing operations could be conducted in the field, a civilian facility or at the Dover AFB Port Mortuary. Dover AFB facility has the capability to expand for processing human remains during mass fatalities and is the preferred location for conducting mass fatality support. If the incident occurs within the area of responsibility of CAFB as defined in **Attachment 18**, contract funeral homes within Clovis, NM will be called upon to assist in the storage of remains until AFMAO can respond. In the event the local funeral homes cannot support the entire mass fatality incident, installation refers may be used to augment and the NMOMI may also augment.

**2.2. Funding.** Installations will use their own O&M funds to fund immediate requirements and request reimbursement through their MAJCOM. The 27 Force Support Operations Officer shall draft a monetary budget to be approved by the 27 SOFSS/CC to be used for the purchase of Search and Recovery (S&R) items (uniforms, equipment, and Tyvek suites) and other necessary mortuary equipment. The budget will also allow for the maintenance of said necessities in order to ensure the proper working quality of all equipment.

**2.3. Roles and Responsibilities (IAW AFI 34-242).**

**2.3.1. The Commander, 27th Special Operations Wing (27 SOW). Will:**

2.3.1.1. Make passenger manifests and other documentation available to the Armed Forces Identification Team in the event of an aircraft accident when military personnel are involved, and aid the MO in obtaining relevant aircraft documentation originating from another base.

2.3.1.2. Provide 11 members for the base S&R team, comprised of military members assigned to the 27 SOFSS. Must also ensure the S&R team is inspected at least annually.

2.3.1.3. Appoint a SCO for each active duty death upon initiation of special orders by Mortuary Affairs (MA).

2.3.1.4. Appoint a FLO within 24 hours for each active duty death upon initiation of special orders by MA.

2.3.1.5. Provide religious support as required, through the base chaplain's office to the victim's family and members of the base S&R team.

2.3.1.6. Provide such assistance as is required in determining correct legal procedures during any situation described in this plan through the staff judge advocate. The base legal office will review all SCO case files before approval and signature by the 27 SOW Commander.

2.3.1.7. Review and approve all active duty SCO case files upon their completion.

**2.3.2. The Commander, 27th Special Operations Mission Support Group (27 SOMSG). Will:**

2.3.2.1. Review and approve all active duty SCO case files upon their completion.

2.3.2.2. Authorize the S&R action as the incident commander at an accident site. However, if the incident is suspected as criminal or terrorist in nature, the area will be secured by the 27th Special Operations Security Forces Squadron (27 SOSFS), and immediate notification will be made to Curry County Sheriff's Office (CCSO). If CCSO relinquishes jurisdiction, AFOSI will assume overall control of the scene until released back to incident commander.

2.3.2.3. Ensure Public Affairs (PA) provide photographic support to all S&R incidents.

2.3.2.4. Provide, through 27th Special Operations Comptroller Squadron (27 SOCPTS), special/temporary duty (TDY) orders support and processing.

2.3.2.5. Provide, through agencies under the 27 SOMSG, other resources required to support the S&R Team, and temporary storage activities when the Memorandum of Agreement between the New Mexico Medical Examiner cannot be used due to situational local medical examiner resources.

2.3.2.6. Ensure the 27th Special Operations Logistic Readiness Squadron (27 SOLRS) provides a vehicle for the S&R team and equipment.

**2.3.3. The Commander, 27th Special Operations Civil Engineer Squadron (27 SOCES). Will:**

2.3.3.1. SOCES will provide global positional system (GPS) and/or optical survey equipment and trained personnel to plot remains, personal effects and aircraft wreckage.

2.3.3.2. SOCES will define the hazards of the incident.

2.3.3.3. SOCES will provide chemical, biological, radiological and nuclear (CBRNE) monitoring through the S&R operation to ensure team safety via appropriate limited exposure time/level.

**2.3.4. The Commander, 27th Special Operations Medical Group (27 SOMDG). Will:**

2.3.4.1. Provide all reports and documents for completion of the mortuary case files as requested by the MA office.

2.3.4.2. Alert the traumatic stress response team (TSR) for activation as needed.

2.3.4.3. Provide supplemental training to the base S&R team as required by MA for items such as blood-borne pathogens, TSR, and human anatomy.

2.3.4.4. Provide manpower and equipment necessary for proper fitting of respirators, Tyvek suits, and other mishaps specific equipment as needed. Ensure the S&R team members receive respiratory protection program and training.

2.3.4.5. Ensure potential S&R team members are physically and mentally fit for S&R duties and are provided Hepatitis B vaccinations and annual testing for the human immune-deficiency virus (HIV).

**2.3.5. The 27th Special Operations Force Support Squadron (27 SOFSS) Mortuary Officer. Will:**

2.3.5.1. Assist the installation commander and implement the installation's MA program.

2.3.5.2. Develop a written installation-level plan (signed by the 27 SOW/CC) for the implementation and execution of the MA program and for S&R operations, including the identification and handling of remains in aircraft mishaps and disasters occurring on-and off-base.

2.3.5.3. Coordinate with the incident commander and provide on-scene assistance in the event of a disaster on base with possible fatalities (examples: active shooter, plane crash). This is critical to communicate the role and requirements of MA.

2.3.5.4. Make the initial contact with the person authorized to direct disposition (PADD); inform them of mortuary entitlements and services provided by the Air Force.

2.3.5.5. Coordinate all actions related to the disposition of remains; military honors program and SCO actions.

2.3.5.6. Coordinate with HQ AFMAO for all interment or inurnment requests by the PADD to be effected in Arlington National Cemetery (ANC).

2.3.5.7. Provide recurring training for alternate MOs.

2.3.5.8. Establish MOUs between base and civil local authorities, if required.

2.3.5.9. Establish procedures to make payments for authorized mortuary expenses.

2.3.5.10. Maintain a mortuary case file for the deaths of all eligible personnel.

2.3.5.11. Develop and implement a Mass Fatality Management Plan as part of the overall base mortuary plan.

2.3.5.12. Track MFI expenses and request additional funding from MAJCOM/SV to support the mission.

2.3.5.13. Maintain a written record of all communications with the PADD. Disposition instructions as well as the PADD's right to relinquish disposition will be confirmed and documented in writing. Any other communications relating to care and disposition of remains or personal property, phone conversations and visits/briefings with the PADD will also be documented in writing.

2.3.5.14. Promote Survivor Assistance Program awareness, facilitate FLO training and maintain contact with FLOs throughout the mortuary process IAW AFI 34-1101.

2.3.5.15. Enter data into the Defense Casualty Information Processing System (DCIPS). For more information see this website: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=>

**NOTE:** All responsibilities of the MO (and alternate) can be delegated to the mortuary noncommissioned officer (NCO) or technician. **EXCEPTION:** The mortuary NCO or technician cannot: report to a disaster scene when a MO is available, brief the PADD, ensure remains are positively identified, inspect remains, take responsibility for the S&R team, or perform annual inspections of contract funeral homes.

#### 2.3.6. Administration and Logistics.

2.3.6.1. Base personnel will support the MA to the best of their ability. All support actions will be carried out as expeditiously as possible.

2.3.6.2. Base personnel should use extreme caution in answering any queries relating to deaths of military personnel. An aircraft (or other) accident will generate numerous questions from concerned civilians and worried relatives of Air Force members believed to be involved in the accident. All inquiries should be directed to the 27 SOW/PA office.

2.3.6.3. SOFSS will ensure members appointed to the base S&R team have at least one-year retention on station. They may not be assigned to another disaster response team and must have mental and physical fortitude necessary to handle this sensitive duty.

2.3.6.4. Squadron commanders, upon request of the MO, will recommend a commissioned officer to the 27 SOMSG/CC for appointment as SCO. Also, an escort of equal rank or higher or appointed by the family will be required.

2.3.6.5. Squadron commanders will immediately recommend an Air Force member of the required rank to the 27 SOMSG/CC for appointment as a FLO upon request of the MO.

## **2.4. Identification Roles and Responsibilities.**

### **2.4.1. The Mortuary Officer will:**

2.4.1.1. Ensure the NMOMI processes remains for individual identification when AFSVA/SVOM is not required to respond.

2.4.1.2. Request identification assistance from HQ AFSVA/SVOM when identification cannot be established.

2.4.2. **New Mexico Office of Medical Investigator (NMOMI) or AFME** (AFIP/OAFME for all mishaps) will serve as the examining official and will examine and process the remains for identification.

## **2.5. Preparation of Remains for an On-Base Mass Incident:**

2.5.1. AFMAO will be the lead preparation team for remains.

## **2.6. Preparation of Remains for an Off-Base Mass Incident:**

2.6.1. AFMAO will still be the lead preparation team unless local jurisdiction refuses to relinquish authority to the U.S. Air Force. However, AFMAO will still be contacted and involved.

### Chapter 3

#### UCC ACTIVATION AND NOTIFICATION

**3.1. 27 SOFSS/CC Actions:** The Commander will notify the Command Post of the incident and stand-up the UCC.

**3.2. UCC Notification Process:**

- 3.2.1. Notify 27 SOSFS of emergency personnel responding from local community.
- 3.2.2. Stand up 27 SOFSS UCC and Call AFMAO Center with all information DSN: 487-5806.
- 3.2.3. Recall Search and Recovery teams. Brief on info that has been received on affected area and what to expect at the site.
- 3.2.4. Determine the need for using additional checklists such as HAZMAT Response, Advanced Aerospace Materials, and National Defense Area checklists.
- 3.2.5. Contact local coroner; make sure that no remains have left the crash site.
- 3.2.6. Contact Transportation (x2833) for use of two passenger vans, mortuary truck, and if needed, a vehicle for transportation of remains. Contact the Dining Facility Administration Center (DFAC) for a possible meal order.
- 3.2.7. Coordinate handling of deceased personnel through Explosive Ordinance Disposal (EOD) after area has been cleared by Safety.
- 3.2.8. Coordinate with contract funeral homes, AFMAO, and other agencies as needed (NM Coroner's Office, Sheriff's Department).
- 3.2.9. Prepare Data Input Message (DIM) reports for the 27 SOFSS/CC.

## **Chapter 4**

### **REQUIRED SUPPLIES AND EQUIPMENT**

#### **4.1. UCC Required Supplies and Equipment.**

- 4.1.1. SIPR Net and telephone access.
- 4.1.2. Computers, printers, fax machines, scanners, and paper.
- 4.1.3. Land Mobile Radio (LMR) or cell phone to communicate with S&R team(s).

#### **4.2. S&R Supplies and Equipment.**

- 4.2.1. Two passenger vans, mortuary truck, vehicle for transportation of remains (refer truck).
- 4.2.2. Search and recovery kit
- 4.2.3. Tyvek Suits
- 4.2.4. Maps of the base and local area.
- 4.2.5. LMR or cell phone to report info back to UCC.
- 4.2.6. Machetes and Hand Axes
- 4.2.7. Red Bio-Hazard Bags for disposal of PPE
- 4.2.8. Flash Lights

#### **4.3. Individual S&R Uniform Requirements**

- 4.3.1. APEX Jacket
- 4.3.2. Steel-toe Boots
- 4.3.3. Sage-green leather mechanics gloves
- 4.3.4. Safety Glasses/Goggles

## Chapter 5

### SEARCH AND RECOVERY PROCEDURES

**5.1. General Information.** A S&R operation is a delicate, disciplined task which has a great impact on the mental and emotional well being of the victims' families, PADD, and on the reputation of the Air Force. A tragedy involving the death of military members must not be compounded by incomplete or inadequate efforts to fully recover all remains and make accurate individual identification.

5.1.1. Upon notification of an accident (real world or exercise), all team members will immediately be called and put on stand-by. After the MO has responded to the entry control point (ECP) or accident site as applicable, the MO will determine how many team members are needed for search and recovery.

5.1.2. The following code words will be used if communications between ECP and base are subject to civilian intercept:

5.1.2.1. Condition Blue: No fatalities.

5.1.2.2. Condition Green: 1-3 fatalities or small search area less than ¼ mile search area, with limited search and recovery needed. Send an 8-member team.

5.1.2.3. Condition Yellow: 3-4 fatalities or a medium size search area, less than 1 ½ square miles, with limited search and recovery needed. Send entire 11-member team.

5.1.2.4. Condition Red: 5 or more fatalities, extensive dismemberment, or a search area greater than 1 ½ miles. AFMAO will take charge of situation and arrive at the location within 24hrs. 11-member team will be on stand-by to assist AFMAO.

5.1.3. Once the team size has been determined, the members will be recalled to the 27 SOFSS headquarters inside the Readiness and Plans Office (Building 600 Room 2026) three hours before the estimated time that the S&R can begin. Personnel will sign in as they arrive.

5.1.4. An appropriate readiness office member will start a log of events. The MO will also keep a separate, detailed log of all actions taken, persons contacted, dates and times, etc.

5.1.5. Members will be briefed on the nature of the accident, expected conditions of the remains, health hazards in terms of fallout, chemical contamination, explosives, terrain, etc., by the MO.

5.1.6. Members' units will issue additional clothing items if needed.

5.1.7. Team members will be transported in the aforementioned bus from 27 SOLRS, and the S&R team equipment will be transported in the S&R trailer or other vehicle.

5.1.8. Team leaders will order ground support meals for S&R members, as required, through the food service representative.

5.1.9. The incident commander or accident investigation board gives the authority to begin S&R operations.

5.1.9.1. Members will proceed IAW AFI 34-242.

5.1.9.2. Only S&R team members will be permitted to tag or remove remains. Three tags will be used for all positions—one on the remains, one on the stake, and one on the recovery bag.

5.1.9.3. The extent of the search area is determined upon consultation with the incident commander, disaster control group members, aerial photographs/sketches, and discovery of outlying wreckage. The search should extend considerably beyond the furthest piece of wreckage recovered.

5.1.9.4. Remains will be refrigerated as soon as possible. If food service refrigerated truck is not immediately available or adequate for the extent of the recovery operation, contact contracting to procure adequate refrigeration trucks (arrange a Blank Purchase Agreement, BPA, with refrigerated truck services ahead of time). Ice chests or ice packs may be used, as needed. **Do not** place ice in direct contact with the remains or on the face. If circumstances warrant, the Automotive Skills Center/Hobby Shop, will be used for identification processing due to the necessity of security, privacy, running water, and electricity. Remains will be stored at Cannon Air Force Base or the medical examiners, Albuquerque office, or within local mortuaries as described in the Mortuary MOU.

5.1.9.5. The S&R for remains should not be discontinued until all salvage operations are complete. Portions of remains are likely to be adhered to or concealed by aircraft (or other equivalent parts) located in isolated areas. The incident commander will determine when S&R is officially completed.

## 5.2. Identification of Remains.

5.2.1. IAW S&R procedures, all remains and personal belongings will be individually tagged and their location marked on a sketch of the search area.

5.2.2. Remains will be placed under refrigeration.

5.2.3. The MO will coordinate with applicable agencies to discover the names and other appropriate data of victims (base of origin, military or civilian, number of victims, etc.). **Under no circumstances will the PADD of a suspected casualty be notified or given any information regarding identification until all remains are individually identified or HQ AFMAO determines that remains cannot be determined. PADD should be given daily updates regarding S&R operations by the MO.**

5.2.4. In coordination with the 27 SOMDG/CC, the MO will immediately request the medical records of all victims. If victims are from another base, the 27 SOMDG/CC will request records from the appropriate hospitals.

5.2.5. Any guidance or questions regarding records should be routed through HQ AFMAO (1800-531-5803) and/or the AFME.

5.2.6. An identification team will be formed, after consultation with AFME and the local coroner's office.

5.2.7. AF Forms 697, *Identification Findings and Conclusions*, and 697a, *Dental Identification Chart*, will be completed under appropriate medical supervision.

5.2.8. It is the policy of the Air Force to individually identify remains of deceased personnel. If positive identification cannot be established, HQ AFMAO will assist the Medical Officer



from the agency that has jurisdiction with identification. The medical officer will release the remains to the MO for processing following completion of all medical actions. **NOTE:** Clothing and equipment removed from remains will not be destroyed without the Medical Officer's coordination IAW AFI 34-242. Co-mingled masses of unidentified remains will not be apportioned to the known number of individuals who die in a common accident for release to the PADD as individually identified remains.

5.2.9. Remains will not be classified as unidentifiable or unknown until an Air Force identification specialist has made a complete review of the case and processed the remains.

5.2.10. After all S&R is complete, any team member who was involved in the effort shall report to the debriefing area for an out-brief at a time determined by the MO. In addition to the comments which the MO will make, a chaplain and a traumatic stress response team briefing will be given (IAW AFI 44-153, *Traumatic Stress Response*). Every team member should be thoroughly assured that help is available should he/she experience problems.

## Chapter 6

### DEMOBILIZATION

**6.1. Demobilization.** When the mortuary, mass fatality, or search and recovery mission has been completed and all deceased personnel have been identified, processed and returned to the PADD for interment, the operation can begin demobilization as directed by the MO.

6.1.1. All rented or borrowed equipment at the processing and preparation location will be cleaned, inspected, and returned to its owning agency/unit by the 27 SOFSS/FSOXU.

6.1.2. All personnel involved in the mass fatality operation will receive a Critical Incident Stress Management debrief by a Mental Health provider/technician from the 27 SOMDG prior to returning to their regular duties.

6.1.3. Personnel involved in the return of personal effects, however, will maintain contact with recipients until all effects are returned.

6.1.4. After-action reports will be completed by the OIC of the operation of each organizational element on his/her staff will prepare an after action report for higher headquarters information and review.

ALBERT M. ELTON II, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-242, *Mortuary Affairs Program*, 2 Apr 2008

AMCMAN 34-501, *Mass Fatality Management*, 24 Jan 2003, AFI 36-3002

*Casualty Services*, 22 Feb 2010

AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*, 1 Oct 1997.

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

Form 57, *Mortuary Guide*, 01 Oct 1991

AF Form 970, *Statement on Disposition of Remains*, 01 Dec 2001

DD Form 2065, *Disposition of Remains*, Oct 2003

DD Form 2063, *Record of Preparation and Disposition of Remains*, Mar 2011

DD Form 2062, *Record of Preparation and Disposition of Remains*, Apr 1984

AF Form 1947, *Escort Report*, 01 Dec 1971

AF Form 969 *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, 01 May 1990

DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, Oct 2003

AF Form 140, *Cremation Authorization and Disposition of Cremains Request*, 1 May 1990

AF Form 1946, *Honor Guard Checklist*, 1 Mar 1997

DD Form 1300, *Report of Casualty*, Feb 2011

DD Form 2064, *Certificate of Death Overseas*, 1 Apr 1977

AF Form 1924, *Events Log*, 10 Aug 2011

DD Form 93, *Record of Emergency Data*, Jan 2008

SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*, 26 Sep 2001

AF Form 1072, *Authorized Long Distance Telephone Calls*, 01 Aug 1973

AF Forms 1122 and 1122a, *Personal Property Inventory and Personal Property Inventory Continuation Sheet*, 01 Nov 2001

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, May 2003

DD Form 1351, *Travel Voucher*, July 1999

AF Form 565, *Record of Inpatient Treatment*, 1 Sep 1979

DD Form 1172, *Application for Uniformed Services Identification Card*, Apr 2012

AF Forms 697, Identification Findings and Conclusions, 1 Sep 1999

AF Form 1801, Postmortem Dental Record, 1 Mar 1995

AF Form 1802, Antemortem Dental Record, 1 Mar 1996

AF Form 1803, Dental Identification Summary Report, 1 Mar 1995

VA Form 40-1330, Application for Headstone or Marker, Mar 2012.

### ***Abbreviations and Acronyms***

**AFIP/OAFME**—Armed Forces Institute of Pathology Office of Armed Forces Medical Examiner

**AFMAO**—Air Force Mortuary Affairs Operations

**AFME**—Armed Forces Medical Examiner

**AFOSI**—Air Force Office of Special Investigations

**EEIC**—Element of Expense Identification Code

**FLO**—Family Liaison Officer (FLO)

**GPC**—Government Purchase Card

**MA**—Mortuary Affairs

**MFI**—Mass Fatality Incidents

**MFRC**—Mass Fatality Reporting Cell

**MO**—Mortuary Officer

**NOK**—Next of Kin

**O&M**—Operations and Maintenance

**OPR**—Office of Primary Responsibility

**PADD**—Person Authorized to Direct Disposition

**PE**—Personal Effects

**S&R**—Search and Recovery

**SCO**—Summary Courts Officer

**SJA**—Staff Judge Advocate

**TOPA**—TriCARE Optimization and Patient Administration

**UCC**—Unit Control Center

**PPE**—Personal Protective Equipment

### ***Terms***

**Accoutrements**—Those belongings worn on the person (such as jewelry, rings, watches, tiepins, and similar items).

**Air Force Mortuary Affairs Operations**—Mortuary staffed by licensed embalmers and funeral directors located at Dover AFB, DE. The staff reprocesses or prepares, dresses, caskets, inspects and ships remains to destination. The staff also serves as the primary and alternate installation mortuary officers for local eligible deaths.

**Commingled**— The remains of two or more individuals whose anatomical structures are intermingled.

**Contract Funeral Home**— A facility engaged under contract to provide mortuary services in accordance with a statement of work.

**Cremins**— the remaining bone fragments after the cremation process is completed.

**Cremation**— The technical heating process that reduces human remains to bone fragments. This reduction takes place through combustion and evaporation.

**Disintegrated**— Remains that have undergone extreme trauma, no longer have any resemblance to human form and have been reduced to many torn segments and fragmented portions.

**Dismembered**—Remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

**E**—effects or personal effects.

**Next Of Kin (NOK)**—The person most closely related to the deceased individual.

**P**—portions.

**Portions**—50% or less of the body remaining.

**R**—remains.

**Remains**—a complete or close to complete and intact body.

**Attachment 2****INITIAL DEATH MESSAGE FORMAT**

UNCLASSIFIED

CANNON AIR FORCE BASE AND 27 SOFSS/FSOXU  
AFMAO/MA  
INFO DFASCENTER DENVER CO//OCP//  
AFSOC/A1S

UNCLASS

SUBJ: INITIAL REPORT OF ACTIVE DUTY DEATH

1. NAME, RANK OR GRADE AND SSN, OF THE DECEASED ACTIVE MEMBER, THIS INSTRUCTION REQUIRES COLLECTING AND MAINTAINING INFORMATION PROTECTED BY THE *PRIVACY ACT OF 1974* AUTHORIZED BY (5 U.S.C. 552A)
2. TIME, DATE AND PLACE OF DEATH
3. THE STATUS AND LOCATION OF REMAINS. FOR THE STATUS, USE ABBREVIATOR WORDS. REFER TO **ATTACHMENT 1** FOR DEFINITIONS.
4. WHETHER OR NOT THERE WERE OR WILL BE ANY S&R AND ID ACTIONS. IF SO, DESCRIBE THE STATUS IN DETAIL.
5. IF THE CAUSE OF DEATH DISFIGURED THE MEMBER'S FACIAL FEATURES, SPECIFY HOW THE MEMBER WAS IDENTIFIED OR "BTB" IF NOT IDENTIFIED.

Commander, 27 SOFSS

**Attachment 3****SUPPLEMENTAL DEATH MESSAGE FORMAT**

Do follow-up supplemental report(s) and include information not obtained in the initial report.

UNCLASSIFIED

CANNON AIR FORCE BASE AND 27 SOFSS/FSOXU

AFMAO/MA

INFO HQ DFAS CENTER DENVER CO//OCP//

AFSOC/A1S

UNCLASS

SUBJ: SUPPLEMENTAL DEATH REPORT

1. THE DECEDENT'S FULL NAME, RANK AND SSN, THIS INSTRUCTION REQUIRES COLLECTING AND MAINTAINING INFORMATION PROTECTED BY THE *PRIVACY ACT OF 1974* AUTHORIZED BY (5 U.S.C. 552A)
2. THE NAME AND LOCATION OF THE RECEIVING FUNERAL HOME
3. THE NAME OF THE CEMETERY
4. THE BASE PROVIDING FUNERAL HONORS, SPECIFIC HONORS REQUESTED AND FLAG RECIPIENTS
5. THE NAMES AND TRAVEL ARRANGEMENTS OF PERSONS AUTHORIZED FUNERAL TRAVEL
6. THE DATE AND PLACE OF BIRTH
7. AWARDS, DECORATIONS AND BADGES
8. TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE (TAFMSD)
9. STATUS OF REMAINS
10. TRANSPORTATION OF REMAINS
11. ESCORT SCHEDULE

## Attachment 4

## SAMPLE CONFIRMATION LETTER TO NOK

(Appropriate Letterhead)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

This confirms your telephone conversation(s) of \_\_\_\_\_ with \_\_\_\_\_ of this office. We will prepare, casket in a \_\_\_\_\_ casket, and ship to the \_\_\_\_\_ at Air Force expense. Interment will be in the \_\_\_\_\_, in accordance with your instructions. Military honors will be furnished by \_\_\_\_\_ AFB. Your \_\_\_\_\_'s remains will be accompanied by \_\_\_\_\_. You will receive an allowance from the government toward payment of funeral expenses you incur. Reimbursement may not exceed \$ \_\_\_\_\_ for expenses incurred at the funeral home and the cemetery. The escort will give you forms to apply for this allowance and the application for the government furnished headstone or marker.

We will ship from \_\_\_\_\_ to \_\_\_\_\_ by commercial airline. Do not set the time and date for the funeral. Nor should relatives come from a distance to attend services until you are notified by Air Force authorities of date and scheduled time of arrival at destination. The Air Force will pay your round trip travel to attend the funeral. Your \_\_\_\_\_ personal property will be shipped to \_\_\_\_\_ as you directed. If you have any questions, please call \_\_\_\_\_.

I extend my deepest sympathy to you in your great loss.

Sincerely,



**Attachment 5**

**SPECIAL ORDERS FORMAT**

DEPARTMENT OF THE AIR FORCE  
27TH SPECIAL OPERATIONS WING (AFSOC)  
CANNON AFB, NM 88101

**SPECIAL ORDER**

A - ← First 2 numbers are FY and the second set numbers are order number

Effective this date, XX XXX XXXX, Capt Snoopy N. Woodstock, SSAN: 002-02-0002,  
27 SOFSS, Cannon AFB, NM, is detailed as Summary Court Officer for  
TSgt Charlie Brown, SSAN: 20-20-2020, deceased.

Wing/CC signature block → JOHN A. NEUBAUER, Colonel, USAF  
Commander

**DISTRIBUTIONS**

5 - Individual

1 - 27 SOFSS/FSOX

## Attachment 6

**DAILY BULLETIN ANNOUNCEMENT REQUEST LETTER**

(Appropriate Letterhead)

MEMORANDUM FOR 27 SOCS/SCB

FROM: 27 SOFSS/CC

SUBJECT: Article for Base Bulletin, Summary Courts Officer

Please publish the following notice as Item #1 in the Base Bulletin for three consecutive weeks for a total of six publications IAW AFI 35-242: "ATTN ALL PERSONNEL: Col John T. Doe, 27th Special Operations Wing Commander, regretfully announces the death of SSgt Brian B. Doe, 27 SOCES. Anyone having claims against or indebtedness to the estate of SSgt Doe should contact 2d Lt John E. Unknown, 27 SOCES, Summary Courts Officer, at (505)-784-xxxx."

JOHN B. DOE, Maj, USAF  
Commander

## Attachment 7

## SUMMARY COURTS OFFICER INSTRUCTIONS

Date

MEMORANDUM FOR XXXXXXXX

FROM: 27 SOFSS/FSOXU

SUBJECT: Summary Court Officer Briefing

1. You have been appointed Summary Court Officer (SCO) to dispose of the personal property of XXX XXXXXX, active duty, deceased. Please read the attached Summary Court Package in its entirety and read AFI 34-244, *Disposition of Personal Property*, before you take any action. The instruction suggests the Staff Judge Advocate give guidance and assistance for legal matters. However, the Mortuary Officer should be present during any legal consultation concerning your court case.
2. As SCO, you are acting directly for the Wing Commander in everything you accomplish. At all times the decedent's next-of-kin (NOK) and their desires should be your foremost concern. You should never do, say, or send anything, which could upset, distress, or humiliate the NOK. Your job will require a great deal of tact, sympathy, and sound professional judgment. It will be the most important additional duty you will execute in your military career. Your Summary Court duties will require nearly all of your time, continually for about one or two weeks. You should coordinate with your supervisor/commander to assure that you will not have any additional duties or work which will interfere with your Summary Court duties.
3. You will be provided with a copy of AFI 34-244, which is your primary instruction for disposition of the decedent's property. This instruction by no means encompasses all the situations, conditions, or other actions that may have to be taken in the disposition of property. Therefore, do not hesitate to consult with the Base Legal Office in conjunction with the Mortuary Officer or Mortuary Specialist for necessary guidance and assistance. Also, make sure you always keep the Person Eligible to Receive Effects, (PERE), informed on your actions and progress in forwarding the property to the PERE. Never attempt to answer questions about entitlements, VA benefits, etc. Refer these matters to Casualty Affairs and the Legal Office. You will not be required to expend any of your own money in the settlement of the decedent's property. Consult with the Mortuary Officer, Casualty Assistance Representative or Legal Officer if needed.
4. Request you furnish 27 SOFSS/FSOXU, DSN 681-2964/7695 with a written or oral status report weekly on progress until the case is closed. When you are finished with the case, you must turn in a completed report. The report must be typed, indexed and placed in a folder. The completed report will include copies of all letters, documents, forms, checklist, logs, and the case summary.
5. The Summary Court Checklist is provided as a guideline for you to follow but it must be emphasized that the checklist is only a general guide meant to assist you. Please do not hesitate

to call the Mortuary Affairs office with any questions you may have.

XXXXXXXXXXXXX, XXXXX  
Mortuary Affairs Specialist

1st Ind, XXXXXXXXX

08Nov 2004

MEMORANDUM FOR 27 SOFSS/FSOXU

I was briefed on Summary Court Officer duties on \_\_\_\_\_ (Date/Time)  
by XXXXXXXX, Mortuary Affairs Specialist.

XXXXXXXXXX, USAF  
Summary Court Officer

Note: Complete this letter in duplicate. Give the original to the SCO and file the duplicate in the case file. The SCO will sign the above certification at the time of the briefing.

## Attachment 8

## SUMMARY COURTS OFFICER LETTER TO NOK

(Appropriate letterhead)

Name of NOK

Street address

City, State, Zip Code

Dear Mrs. Doe,

First may I convey to you and your family my deepest sympathy in the loss of your loved one. The tragic loss felt by everyone in this organization cannot be measured. My name is Capt. James R. Unknown and I have been appointed Summary Courts Officer for your son's estate. I am responsible for safeguarding all of the personal property and for settling all financial matters here in the local area.

I can also assist in making arrangements for shipping household property. If your son owns a car, it may be shipped at government expense. If you wish the car to be sold locally, I would need a General Power of Attorney to make the necessary arrangements. Additionally, I will keep you informed of the status of financial settlements as they are accomplished.

My mailing address is: Capt. James R. Unknown

9234-B Hot Springs Rd

San Angelo, Texas 76902

Home Phone: (915) 555-5555 Duty Phone: (915) 555-5255

Please do not hesitate to contact me with any questions, concerns, or problems you may have concerning your son/daughter's estate. I will give you any assistance that I can. I will be in touch with you again soon.

Sincerely,

JAMES S. UNKNOWN, Capt., USAF  
Summary Courts Officer

**Attachment 9****ESCORT APPOINTMENT LETTER**

(Appropriate Letterhead)

MEMORANDUM FOR ESCORT'S NAME

FROM: 27 SOFSS/FSOXU

SUBJECT: Instructions for Escort of Deceased Military Personnel

1. You have been selected as a military escort for the purpose of accompanying the late (insert name). Only the highest caliber of personnel is selected to perform escort duty. It is an honor for you to be chosen to express the Nation's gratitude to its honored deceased. You are, therefore, advised that your selection and assignment as a military escort places a great deal of responsibility upon you as a member of the Armed Forces.
2. It is desired to emphasize the importance of this assignment; particularly in maintaining your dress and appearance, sobriety, and certain acceptable intangibles which will preclude the possibility of any criticism being levied against you as an individual or against the Armed Forces. Needless to say, the duty of an escort is of a sensitive nature. One slip in your actions, or a misplaced word or gesture made unwittingly or knowingly, can cause irreparable damage never to be overcome by any subsequent will-meaning words or gesture.
3. Tact, sympathetic understanding, common sense and diplomacy are most essential in the assignment. Remember that you are representing the Armed Forces of the United States and the Department of Defense. Because of your position of responsibility, you will be looked upon as a model representative of the Armed Forces.
4. GENERAL INFORMATION:
  - a. The Mortuary Officer will make arrangements for you and remains to be at the common carrier in ample time to meet your schedule.
  - b. The receiving funeral director will be notified by this office, by telephone, fax or e-mail of the time the remains will arrive at your final destination. Receiving funeral director will be requested to meet you with transportation for the remains. You will be authorized a rental car at destination. When funeral director picks up remains, follow hearse with rental car. At time of notification by the Mortuary Officer, the funeral director is requested to notify the Person Authorized to Direct Disposition (PADD) of arrival schedule.
  - c. The head envelope, which will be attached to the shipping case of the deceased, will contain the burial transit permit. (This permit is intended for the receiving funeral director.) If a wooden shipping case is used, this envelope will be fastened at the head end. If an air tray is used, this envelope will be taped to the head end. If transportation is by land hearse and no

shipping case is used, this envelope will be delivered to the funeral director by the driver.

d. You will hand carry the following documents and present them to the NOK and assist them in the completion of these documents:

(1) Request for Reimbursement of Interment Expenses (DD Form 1375). Upon completion make five copies and give one to the PADD. Original and three copies are returned to Mortuary Officer by mail or in person within two duty days of your return.

(2) Request for additional death certificates or information concerning death certificates. Additional copies of DD Form 1300 (Report of Causality) can be obtained from Casualty Affairs. Approximately ten copies of the DD Form 1300 are initially furnished to the PADD. Mr. David Boiko ext. 4228.

(3) Application for Headstone or Marker (VA Form 40-1330). If headstone or marker is desired, advise PADD that this form will be completed and both copies (original and duplicate) will be forwarded to the address on the VA Form 40-1330. (This form will be omitted when remains are consigned to a National Cemetery.) The Survivor Assistance Officer and/or funeral director may assist PADD in completing this form. The local Veterans Administration will also provide assistance.

(4) Funeral home consignment letter to the receiving funeral director pertaining to transportation invoice.

e. Secure tickets and Special Orders.

f. Prior to departure and if traveling in same vehicle, check the shipping case by reading the name on the envelope to assure you have the proper remains (reference paragraph 4c). Also, check the baggage form attached to the handle to insure proper destination.

If remains are being transported in a hearse, the shipping case will be draped with a flag. The casket and air tray are not draped during the delivery to the airport air freight. The casket or air tray is draped on the removal from the airport to the funeral home.

g. **DO NOT BECOME SEPARATED FROM THE REMAINS WHICH YOU ARE ESCORTING.** Be particularly cautious when transfer is necessary.

h. Upon arrival at destination airport and prior to the departure by hearse to funeral home, drape shipping container or casket, as applicable, with flag provided.

i. Upon arrival at final destination, after inspection of remains by receiving funeral director, escort will again drape the flag (located on top of casket in shipping case) over the casket.

(1) When the flag is used to drape a half-couch casket (Viewable Remains), it should be placed in three layers (10-inch folds) to cover the closed half of the casket with the union (blue field) on the deceased's left.

(2) When the flag is used to drape a closed casket (Non-Viewable Remains), it should be placed so that the union (blue field) is at the head and over the left shoulder of the deceased.

j. As the escort, and unless otherwise instructed by the PADD, you are allowed to attend the funeral service.

k. If the NOK has expressed a desire for military honors, this office will request the Commander of the nearest base to your final destination to furnish necessary personnel.

5. DEBRIEFING. Upon return to station, report to the Base Mortuary Officer within two days of your return for debriefing. At this time provide AF Form 1947, Escort Report. The report should identify any discrepancies, deviation of schedule, etc., that occurred on your mission.

## 6. GENERAL INSTRUCTIONS

a. You will have a smart, well-groomed appearance and maintain sobriety at all times.

b. Secure tickets and Special Orders.

c. Personally check to see that the remains you are escorting are placed aboard common carrier.

d. Board common carrier being used and occupy seat after remains are placed on board.

e. Personally accompany remains if transferred en route. Stay with the remains until they are placed on the proper common carrier being used. **DO NOT PAY ANY TRANSPORTATION COSTS OUT OF YOUR OWN POCKET**, as they are paid by the Government upon receipt of a valid claim for same.

f. If for any reason a deviation in schedule occurs en route, record the new itinerary and make two (2) telephone calls. One to Mortuary Officer (575-218-2791 or 575-904-9099), and one to the receiving funeral director, (Phone number is on the DD Form 1375). Give remains name, where the delay occurred, reason for delay, and new arriving schedule.

g. Offer your services, through the receiving funeral director, to PADD and assist them if they desire.

h. Be sympathetic and understanding in dealing with relatives, and in conversation do not divulge information which should be safeguarded. Remember, the deceased is the most important person in the world to their surviving loved ones.



- i. If the remains you are escorting are non-viewable but the PADD desires to open the casket, there is no law prohibiting them to do so. However, as a member of the Armed Forces, you will neither encourage nor participate in the opening of the casket containing non-viewable remains.
  - j. If at any time any problem is encountered concerning religion, contact the nearest military chaplain or, if not available, a civilian clergyman.
  - k. If circumstances of an emergency or unusual nature arise which you are unable to handle, call the Mortuary Officer, (575-218-2791) or Command Post (575-784-2253) to contact a mortuary representative.
7. After carefully reading these instructions and following a briefing by the Mortuary Officer, you will complete a certificate indicating your full understanding of the contents of this letter.

JOE MORTUARY, MSgt, USAF  
Mortuary Affairs Technician

1<sup>st</sup> Ind, XXXXXXXXXX

05 Apr 04

MEMORANDUM FOR SOFSS/FSOXU

I certify that I received a copy of this letter and have been briefed on its contents.

Name, Rank, USAF  
Appointed Escort

**Note: Complete this letter in duplicate. Give original to the escort and file duplicate in case file. The escort will sign the above certification.**

## Attachment 10

**REQUEST LETTER FOR CIVILIAN ESCORT SPECIAL ORDERS**

(Appropriate Letterhead)

MEMORANDUM FOR 27 SOFSS/DPMPs

FROM: CC

SUBJECT: Request for Civilian Escort Special Orders

Request special orders be issued for (Name, SSAN), civilian, to act as escort for the remains of (Rank, Full name), deceased. Travel will be from (city, state) to (city, state) and return.

Approximate time of travel will be \_\_\_\_\_ days beginning on (date). POV is authorized from (city) to (city) and return. Commercial rental vehicle is authorized IAW AFI 34-242. Commercial carrier is authorized. Sleeping accommodations and per diem authorized from (city, state) to (city, state) and return.

JOHN B. DOE, Maj, USAF  
Commander

Attachment:  
Special Order

Note: 1. Department of Defense employees will be entitled to travel allowances under JTR, Volume II, and Chapters 2 and 4.

Note: 2. Non-employees traveling under invitational travel orders will be paid under provisions of JTR, Volume II, and Chapter 6.

## Attachment 11

## DEPENDENT INVITATIONAL TRAVEL ORDERS

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 27TH SPECIAL OPERATIONS WING

*CANNON AIR FORCE BASE*

SPECIAL ORDER  
TA-

(date)

MRS MOLLY R. HILL, (SSAN), MISS MINDY A. HILL, (DOB OR SSAN), AND MR. BRENT K. HILL (DOB OR SSAN), 3700 19<sup>TH</sup> ST., SAN ANGELO, TX, are invited to proceed on or about (date) from CANNON AFB, NM 88103 to (city, state) to attend the funeral of Mrs. Hill's husband, Mindy and Brent's father, (rank, name), \* and upon completion return to their residence. \* Mrs. Hill, Mindy, and Brent are authorized travel via commercial air (coach only). If transportation is not procured by the US Government Transportation Requests, you will be reimbursed for the actual transportation expenses. Obtain receipts for other reimbursable expenses. Those receipts, and copies of transportation requests, if used, will be filed with your travel voucher for reimbursement of expenses. Travel is necessary in the Public Service. Auth: JTR Vol. I, Part K. Fund Cite: \_\_\_\_\_

FOR THE COMMANDER

JANE L. DOE, Col, USAF  
Commander, 27th Special Operations  
Mission Support Group

## DISTRIBUTION:

10 - Each Individual Traveler  
3 - 27 SOCPS/FMF  
1 - 27 SOW/JA  
9 - 27 SOLRS/LGRTT (3 copies per traveler)  
1 - 27 SOFSS/DPMPS  
3 - 27 SOFSS/CC

\* Note: Depending on whether individuals plan on returning to their residence or not determine whether this statement is applicable.

## Attachment 12

## TRANSMITTAL LETTER: VIEWABLE REMAINS

(Appropriate Letterhead)

Mortuary Officer Name  
27th Special Operations Force Support Squadron  
Cannon AFB NM 88103

Funeral Home Name  
Street address  
City, State, Zip Code

SUBJECT: Shipment of Remains

The remains of (rank, full name) have been shipped to your funeral home in accordance with instructions received from (Primary next-of-kin name, street address, city, state, zip code).

All expenses for preparation, casketing, and transportation of the remains to (city, state) airport have been paid by the Air Force. Further, the Air Force will pay for delivery of the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery. Payment of all other expenses in connection with your funeral home and/or cemetery is the responsibility of the next-of-kin (NOK). As you know, he/she will receive an allowance from the Air Force toward payment of these expenses.

Please send me your bill, in five copies, for the movement of the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery.

Also, please provide five copies of your itemized bill for funeral/interment expenses. These need to be provided to the next-of-kin or sent to me as attachments to the DD Forms 1375 (Request for Payment of Funeral and/or Interment Expenses) which have been given to the next-of-kin. In order for us to reimburse him/her for said expenses; we do need your itemized bills. Please remember that we need two separate bills, one for transportation (par. 3 above) and one for interment.

JOHN B. DOE, Maj, USAF  
Commander

## Attachment 13

## TRANSMITTAL LETTER: NON-VIEWABLE REMAINS

(Appropriate Letterhead)  
Mortuary Officer Name  
27th Special Operations Force Support Squadron  
Cannon AFB NM 88103

Funeral Home Name  
Address  
City, State, Zip Code

SUBJECT: Consignment of Remains

1. The remains of (rank, full name) have been consigned to your funeral home in accordance with instructions received from (next-of-kin, address, city, state, zip code).
2. As you no doubt know, (rank and name) lost his life in an (Enter type) accident. Thus, restoration of viewable tissue surfaces could not be restored to the known ante-mortem appearance of the deceased. We request that you explain this matter to the family should they question the reason for a closed casket.
3. All expenses for preparation, casketing, and transportation of the remains to (city, state) airport have been paid by the Air Force. Further, the Air Force will pay for delivery of remains from the common carrier terminal to your funeral home and for delivery from the home and/or the cemetery is the responsibility of the next-of-kin. As you know, the next-of-kin will receive an allowance from the Air Force toward payment of these expenses.
4. Please send me your bill, in five copies, for the movement of the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery.

JOHN B. DOE, Maj, USAF  
Commander

## Attachment 14

## INSTRUCTIONS FOR COMPLETING AF 697 – IDENTIFICATION FINDINGS AND CONCLUSIONS

Table A14.1. Instructions for Completing AF 697.

<b>Section I - Remains</b>	
Evacuation Number	Enter appropriate recovery number (i.e., R-1) if remains are intact. If remains are dismembered, enter P-recovery numbers as applicable (i.e., P-1, P-5). For fragmented remains, enter “See Attached List.”
Place of Recovery	Enter precise accident location (i.e., 4 miles SQ os state Road 68, Dade County, FL).
Date(s) of Processing	Enter exact dates remains were processed (i.e., 5-7 Jun 1999).
<b>Section II - Record of Identification Procedures</b>	
Anatomical Chart	Show detailed analysis on chart (i.e., burned, crushed, missing or fractured).
Physical Characteristics	If known, self-explanatory (i.e., Height-Ante Mortem – 5’9” and Post Mortem – 5’9”).
Describe (Clothing, Jewelry, Insignia, etc. on/or with the remains)	Self-explanatory (i.e., remnant of shock on right foot, remnant of plaid boxer shorts entwined in tissue).
Scars or other body marks	Enter physical characteristics such as surgical scars and tattoos (i.e., tattoo-egle on right upper arm).
Remarks concerning processing	Describe conditions of remains, i.e., mutilated, dismembered, commingled, burned and/or decomposed, (i.e., Remains present for examination are those of a Caucasian male with the following: multiple skull fractures, dentition present, mid-shaft fracture of right humerus, fracture of distal right radius and ulna, traumatic amputation of left distal radius, ulna and hand or total body fragmentation- see attached list).
<b>Section III – Findings &amp; Conclusions</b>	
Name, grade, SSAN and service	Self-explanatory (i.e., John Doe, Major, 123-45-6789, USAF). This instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A).
Identification Criteria	Check manner of identification (i.e., fingerprints, dental characteristics, physical characteristics or other (i.e., DNA)).

## Attachment 15

**REQUIRED CASE FILE FORMATS**

**A15.1.** Mortuary case files will include a table of contents at the beginning of each file and tabbed on the right side of the file. Files should be maintained in an 8 ½" x 11" Pendex by Esselite Pressboard Folder (NSN OS1-F11533F13).

**A15.2.** Disposition of Mortuary Case Files. When mortuary actions are complete and the summary courts officer file has been closed (per AFI 34-244, paragraph **3.11.6**), installations will forward the original case file to HQ AFSVA/SVOM and retain a copy for their files for three years.

**Table A15.1. Active Duty Case File Format.**

<b>Front of File</b>	<b>Table of Contents</b>
<b>Tab 1</b>	Form 57, <b>Mortuary Guide</b>
<b>Tab 2</b>	All message traffic.
<b>Tab 3</b>	AF Form 970, <b>Statement on Disposition of Remains</b> , confirmation letter or DD Form 2065, if death occurs overseas.
<b>Tab 4</b>	All identification documents.
<b>Tab 5</b>	DD Form 2063, <b>Record of Preparation and Disposition of Remains</b> (Within CONUS) or DD Form 2062 (Outside CONUS).
<b>Tab 6</b>	AF Form 1947, <b>Escort Report</b> , and order appointing escort.
<b>Tab 7</b>	Department of the Army or Navy forms similar to and used in lieu of the above.
<b>Tab 8</b>	Copies of purchase and delivery orders and paid vouchers.
<b>Tab 9</b>	All payment documents, forms and supporting documentations (AF Form 969, DD Form 1375).
<b>Tab 10</b>	Travel orders, vouchers and supporting documents for persons authorized funeral travel.
<b>Tab 11</b>	AF Form 140, <b>Cremation Authorization and Disposition of Cremains Request</b> .
<b>Tab 12</b>	Itemized list of clothing items and all receipts for items purchased with the Government Purchase Card (GPC) authorization letter.
<b>Tab 13</b>	AF Form 1946, <b>Honor Guard Checklist</b> .
<b>Tab 14</b>	Chronological log of events.
<b>Tab 15</b>	DD Form 1300, <b>Report of Casualty</b> and or DD Form 2064, <b>Certificate of Death Overseas</b> .
<b>Tab 16</b>	Any other document you feel necessary (e.g., Family Liaison Officer Log). Document contents of this tab in the table of contents.

**A15.3. Summary Courts case files will** be tabbed on the left side of the mortuary case file. Files should be maintained in an 8 ½" x 11" Pendex by Esselite Pressboard Folder (NSN OS1-F11533F13).

## Attachment 16

## REQUIRED S&amp;R SUPPLIES AND EQUIPMENT

Table A16.1. Required S&amp;R Supplies and Equipment.

Item	National Stock Number	Minimum Quantity	Unit
Human Remains Pouch	9930-00-451-1231	8	Each
Plastic Bags, 18" x 12"	8105-00-902-6508	1,000	Each
Grease pencil, china marker	7510-00-436-5210	24	Each
Tag, shipping, cloth with wire tie	8135-00-178-9193	5,000	Each
Stakes, up to 4 feet long	8135-00-178-9193	1,000	Each
Bed sheets, white	7210-00-171-1099	12	Each
Leather gloves, workmen's cowhide, sizes small through large	8415-00-268-7868- 7872	26	Pair
Gloves, surgeon's	6515-00-782-6475 – Additional protective gloves as specified by BE to provide protection against chemicals that maybe present, sizes SM-LG	26	Box



## Attachment 17

## S&amp;R EXECUTION CHECKLISTS:

## MO/FSCC, S&amp;R TEAM LEADER, PLOTTERS, TEAM LEADS, AND RECOVERY

Table A17.1. MO/FSCC Checklist.

MO/FSCC CHECKLIST	
Item	Yes/No
Has the SCC been activated?	
Has the Command Post been notified upon activation of the SCC?	
Has an alternate MO and/or a SNCO been assigned to the SCC in order to track all S&R actions and coordinate between the S&R team leader(s) and all supporting base agencies?	
Is the EOC briefcase complete with all checklists, grid maps, flashlights, radios, paper, grease pencils, document protectors, pens and inclement weather gear?	
Has the MO received proper notification of primary or alternate assembly point? <b>Note:</b> For Broken Arrow, report only to the designated assembly point.	
Has the MO reported to the On-scene Commander?	
If On-Scene Commander is not available, has the MO secured the area?	
Has AF Form 1924, Events Log, been established once on-scene (to include initial DCG information)?	
Has the area been declared safe before entering the search area?	
Has the on-scene commander given approval to start S&R activity?	
Has the area to be searched been determined and roped off?	
Are Security Forces Squadron (SFS) personnel available to guard the area?	
Has 24-hour manning been set, if necessary?	
Have the best routes to and from the accident scene been determined?	
Has the grid map been plotted with the accident site and the Entry Control Point (ECP) and verified through the SRC?	
Has the search pattern been determined (parallel, creeping line, contour or expanded grid)?	
Has the S&R team leader(s) been briefed by the MO about the situation?	
Has a briefing been given to the S&R team leader concerning search objectives, area to be searched and search pattern to be used?	
Is the S&R process being monitored and coordinated with the on-scene commander?	
Has SFS been contacted to arrange for temporary storage of personal effects, pending disposition by summary court action?	

Has a request for a chaplain's presence been made?	
Has HQ AFSOC/A1SMX been contacted and notified of the S&R activation?	
Has a life/death determination been made by the medical representative at the scene? Has a determination been made as to which of the morgues (medical facility, cold storage, or refer van) been identified for use? Are they set-up, opened, and awaiting remains?	
Has the FSCC been notified to make cold storage available should it become necessary?	
Has the number of fatalities been verified?	
Have the required death reports been accomplished and transmitted?	
Has the SRC and Public Affairs been called each time there is a change in the number of remains and status of processing?	
Has information from the medical facility, etc, concerning dismembered remains been relayed through the SRC?	
Have the medical facility, EOC, MO, and/or other agencies transporting remains been called every 30 minutes concerning fatalities that have already been transported?	
Have the pathologist, medical, and dental personnel been notified, if necessary?	
Are the Fire Department and EOD personnel available to survey the accident site?	
Is the photographer at the scene?	
Have photographs been taken to support the plotter's sketch prior to directing collection of remains and personal effects?	
Has clearance been obtained for the movement of remains?	
Has HQ AFSOC/A1SMX and HQ AFSVA/SVOM been contacted and notified when S&R operations are terminated?	

**Table A17.2. S&R Team Leader Checklist.**

<b>S&amp;R TEAM LEADER CHECKLIST</b>	
<b>Item</b>	<b>Yes/No</b>
Have the S&R team members been recalled?	
Did the team leader(s) report to the MO upon arrival at the scene?	
Are the S&R team members and equipment assembled?	
Has food for the S&R team been arranged through Food Services?	
Has an AF Form 1924, Events Log, been established?	
Has information on the accident site and specific directions to the ECP been obtained from the SCC?	
Have directions to the ECP/assembly point been given to the drivers?	
Has an alternate S&R team leader been identified and the name given to the	

SCC?	
Have primary and alternate plotters been identified?	
Have team members been assigned the following duties:	
Equipment personnel	
Search personnel	
Flankers	
Message runner	
Recovery personnel	
Collection point	
Classified articles	
Has the S&R team been briefed on the following:	
Not to talk with any individual(s) not directly involved with S&R activities (especially the press)?	
All safety precautions?	
Not to move any portion of the aircraft without approval of the S&R team leader or MO?	
Take direction from the MO or team leader only?	
Not to remove personal property from remains?	
Are team members properly dressed to perform S&R duties (BDUs, gloves and surgical mask)?	
If required, are M17/M/CUP mask, gloves, boots and yellow RAD suit available?	

**Table A17.3. Plotter Checklist.**

<b>PLOTTER CHECKLIST</b>	
<b>Item</b>	<b>Yes/No</b>
Does the plotter kit include graph paper, plastic covering, pencils, pens, grease pencils, checklist, compass, base and/or off-base maps with grid overlay?	
Has the plotter accompanied the MO and survey team on initial site briefing?	
Has an initial rough sketch of the site area been drawn with noticeable, believed-to-be remains identified?	
Has the plotter briefed the S&R team before starting S&R procedures?	
Has the plotter taken a position behind the line to record all finds of remains (R), partial remains (P), personal effects and (E) equipment?	

Are "R", "P" and "E" numbers recorded and do they correspond with the appropriate tag on the stake(s) on the sketch?	
Do all sketches correspond with actual data upon completion of the S&R?	
Was a redrawing made?	

**Table A17.4. Team Lead Checklist.**

<b>TEAM LEAD CHECKLIST</b>	
<b>Item</b>	<b>Yes/No</b>
Did the team members put on gloves and a surgical mask?	
Did the team members obtain the required S&R supplies and equipment from the team leader(s)?	
Did the team members move as one unit in one direction?	
Did each member search a two-foot area to their left, right, front and above?	
Did team members shout "FIND" and raise their hand and stop, while all others take one more step and stop in their positions?	
Did the team leader, located behind the line, come forward to proceed to the "FIND"?	
Did the S&R member put a stake in the ground to mark the "FIND"?	
Is the tag placed on the stake as a designator?	
Is the tag prepared as follows:	
"R" indicates "REMAINS" followed by a consecutive recovery number (i.e., R-1, R-2, etc.)?	
"P" indicates "PARTIAL REMAINS" followed by a consecutive recovery number (i.e., P-1, P-2, etc.)?	
"E" indicates "ASSOCIATED/UNASSOCIATED PERSONEL EFFECTS" followed by a consecutive recovery number (i.e., E-1, E-2, etc.)?	
Are these items being bagged and tagged separately? NOTE: Do not assume they belong to R-1, R-2, etc	
Did the plotter marked each find on the sketch with an "R", "P", and "E" accordingly with the number of finds?	
Have the team members ensured that personal effects found on the remains are placed in an effects bag, sealed, and tagged according to recovery number?	
Are two sweeps being accomplished for the search area (north to south/east to west, etc.)?	
Have all members cleared the area when the final search is completed?	
Are distances being measured (stake to stake, stake to boundary)?	
If search procedures are inside a facility or structure:	
Is the MO directing the S&R operations?	
Did the MO determine the size of the S&R team according to the room size and condition of the facility?	
Have search procedures been modified because the search will be conducted in doors?	

Has equipment not normally used for field operations such as ladders, flashlights, hard hats, masking tape, chalk, etc. been requested through base supply?	
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**Table A17.5. Recovery Checklist.**

<b>RECOVERY CHECKLIST</b>	
<b>Item</b>	<b>Yes/No</b>
Does the recovery team consist of:	
Mortuary Officer (MO)	
Plotter	
Photographer	
Five team members (one should be a team leader)	
Equipment carriers	
Did the recovery team approach each stake or mark as one unit?	
Are three tags prepared at each stake with the same designation number?	
Is one of the tags attached to the stake?	
Is one of the tags attached to the remains?	
Is the third tag attached to the remains' bag?	
Have the remains been carefully placed in the appropriate size bag and tagged?	
Have the tag designations been placed on the sketch by the plotter?	
Has the photographer taken close-up pictures of the "finds", including the designation of the tag?	
When directed by the MO, did the team members place the remains in a body bag with a cloth tag?	
Have personal effects, other than those found on remains, been placed in separate bags, sealed securely, and tagged according to the recovery number?	
Were the bags removed to the collection point?	
Were body pouches, body portions, and personal effects placed aboard the mortuary vehicle and strapped down prior to movement?	
Have the remains been moved to the medical facility, cold storage or refer van for processing as appropriate?	

## Attachment 18

## OFF BASE AREA OF RESPONSIBILITY

This map illustrates the off-base area of responsibility (AOR) for Cannon AFB's response to major accidents involving DoD resources. It reflects the area defined in AFI 32-4001 for major accident response that requires the installation nearest the scene of a major accident involving DoD resources respond to the accident. Conditions may dictate response outside the defined AOR.

Figure A18.1. Off Base Area of Responsibility.

